

**DISPATCH**

CLASSIFICATION

PROCESSING ACTION

**CONFIDENTIAL**

TO:

Chief of Station, [REDACTED]

INFO:

FROM:

Chief, Real Estate and Construction Division, OL

SUBJECT:

[REDACTED] Monthly Report of Projects and Construction Activities

ACTION REQUIRED - REFERENCES

Reference: [REDACTED] dtd 15 Dec 1966

1. In the reference the Chief of Station, [REDACTED] requested comments concerning the content of the monthly construction report. It is not intended that the preparation of this report develop into a huge effort. Headquarters desires no change in format. Compliance with the following will be helpful:

a. Project Title and Location:

(1) Use the same short, descriptive title for the duration of any given project.

(2) Refer to contract number, when appropriate.

(3) Include projects in the planning stage.

b. Approval and Amount:

(1) Cite the approval reference.

(2) Give the approval amount in U. S. dollars. /

c. A & E:

(1) Cite the approval reference if different than the project reference and the amount in U. S. dollars.

C/REG

C/FE

C/LOG

C/ACC

C/CE

C/UE

CENTRAL FILE

/Continued/

## Distribution:

2 - COS, [REDACTED]

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

DATE

CLASSIFICATION

HQS FILE NUMBER

**CONFIDENTIAL**

ORIGINATING

OFFICE

OFFICER

TYPIST

EXT.

OL/REGD

[REDACTED] (21 February 1967)

3017

COORDINATING

OFFICE SYMBOL

DATE

OFFICER'S NAME

FE/LOG

RELEASING

OFFICE SYMBOL

DATE

EO/OL

(40)

FORM 1-63

53

USE PREVIOUS EDITION.

Approved For Release 2000/08/21 : CIA-RDP78-06505A000100050102-8

**DISPATCH**

CONTINUATION OF DISPATCH	CLASSIFICATION <b>CONFIDENTIAL</b>	DISPATCH SYMBOL AND NUMBER [REDACTED] 25X1A				
<p>(2) Give the date A&amp;E was awarded and completed. Percentage of A&amp;E completion may be inserted in the Remarks column when appropriate.</p> <p>(3) Include the name of the A&amp;E firm and whether Title I or Title II or both.</p> <p>d. <u>Status of Project:</u></p> <p>Date contract signed, percentage complete, expected completion date. Include contract amount in U. S. Dollars.</p> <p>e. <u>Remarks:</u></p> <p>Include CWE including all items of cost chargeable to the project; i.e., A&amp;E, GFM or GFE, administrative costs. The last report should list the final project cost. Remarks should be limited to those essential comments. Typical would be a brief note concerning items which contribute to delay in beneficial occupancy date (BOD) or final job completion. It is not expected that detail concerned with routine progress be reported. It is not necessary to enter the same information from report to report. A "no change report dated _____" entry will suffice where appropriate.</p> <p>2. These comments should be forwarded to other stations from which the FE Engineer receives feeder reports.</p> <p>[REDACTED]</p>						
<table border="1"> <tr> <td data-bbox="77 1963 431 2039">FORM 53a 5-60 (40) USE PREVIOUS EDITION.</td> <td data-bbox="431 1963 812 2039">CLASSIFICATION <b>CONFIDENTIAL</b></td> <td data-bbox="812 1963 1027 2039"><input type="checkbox"/> CONTINUED</td> <td data-bbox="1027 1963 1214 2039">PAGE NO. 2</td> </tr> </table>			FORM 53a 5-60 (40) USE PREVIOUS EDITION.	CLASSIFICATION <b>CONFIDENTIAL</b>	<input type="checkbox"/> CONTINUED	PAGE NO. 2
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